



Minnesota Pollution  
Control Agency

520 Lafayette Road North  
St. Paul, MN 55155-4194

# MS4 SWPPP Application for Reauthorization

for the NPDES/SDS General Small Municipal Separate  
Storm Sewer System (MS4) Permit MNR040000  
reissued with an effective date of August 1, 2013  
Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

**Instructions:** This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at <http://www.pca.state.mn.us/ms4>.

**Submittal:** This MS4 SWPPP Application for Reauthorization form must be submitted electronically via e-mail to the MPCA at [ms4permitprogram.pca@state.mn.us](mailto:ms4permitprogram.pca@state.mn.us) from the person that is duly authorized to certify this form. All questions with an asterisk (\*) are required fields. All applications will be returned if required fields are not completed.

**Questions:** Contact Claudia Hochstein at 651-757-2881 or [claudia.hochstein@state.mn.us](mailto:claudia.hochstein@state.mn.us), Dan Miller at 651-757-2246 or [daniel.miller@state.mn.us](mailto:daniel.miller@state.mn.us), or call toll-free at 800-657-3864.

## General Contact Information (\*Required fields)

### MS4 Owner (with ownership or operational responsibility, or control of the MS4)

Hennepin Technical College

\*MS4 permittee name: \_\_\_\_\_ \*County: Hennepin  
(city, county, municipality, government agency or other entity)

\*Mailing address: 13100 College View Road

\*City: Eden Prairie \*State: MN \*Zip code: 55347

\*Phone (including area code): 763-488-2506 \*E-mail: erin.lynn@hennepintech.edu

### MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

\*Last name: Lynne \*First name: Erin  
(department head, MS4 coordinator, consultant, etc.)

\*Title: Safety Officer

\*Mailing address: 13100 College View Drive

\*City: Eden Prairie \*State: MN \*Zip code: 55347

\*Phone (including area code): 763-488-2506 \*E-mail: erin.lynn@hennepin tech.edu

### Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: Kluckhohn First name: Rebecca  
(department head, MS4 coordinator, consultant, etc.)

Title: Consulting engineer

Mailing address: Wenck Associates, Inc., 1800 Pioneer Creek Center

City: Maple Plain State: MN Zip code: 55359

Phone (including area code): 763-479-4224 E-mail: rkluckhohn@wenck.com

## Verification

- I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this MS4 SWPPP Application for Reauthorization form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.). ☒ Yes
- I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. ☒ Yes

## Certification (All fields are required)

---

- ☒ Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted.

*I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.*

*I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.*

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: Erin Lynne  
(This document has been electronically signed)

Title: Safety Officer Date (mm/dd/yyyy): 1-17-2014

Mailing address: 13100 College View Drive

City: Eden Prairie State: MN Zip code: 55347

Phone (including area code): 763-488-2506 E-mail: erin.lynne@hennepintech.edu

**Note:** The application will not be  
processed without certification.

# Stormwater Pollution Prevention Program Document

## I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

☐ No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved
MNSCU- Regulatory support	MCM3 and MCM4

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere\_Partnerships*.

*Although no formal partnerships exist, HTC seeks to coordinate with the City of Eden Prairie and the Riley-Purgatory-Bluff Creek Watershed District to offer educational materials about stormwater-related topics.*

## II. Description of Regulatory Mechanisms: (Part II.D.2)

### Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? ☐ Yes ☒ No

#### 1. If yes:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

☐ Ordinance ☐ Contract language  
☐ Policy/Standards ☐ Permits  
☐ Rules  
☐ Other, explain: \_\_\_\_\_

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Direct link:

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_IDDEreg*.

#### 2. If no:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

*The college lacks regulatory authority to prohibit illicit discharges. However, MNSCU, the governing body for the college will be developing a system/ procedure to meet the MS4 permit requirement. They have submitted a draft policy to the MPCA already. The steps that remain within MNSCU to adopt the Board Policy (Board Policy 5.24 Regulatory Compliance) and the associated schedule are listed below:*

1. System Office-Public Safety & Compliance reviews/develops system procedure with assistance of others as appropriate. Completed August 30, 2013
2. Vice Chancellor – CFO reviews/system procedure revised as necessary. Completed September 30, 2013
3. Office of General Counsel reviews/system procedure revised as necessary. To be completed by December 31, 2013
4. Leadership Council/Cabinet reviews/system procedure revised as necessary. To be completed by February 28, 2014
5. Send out for Consultation (with deadline for responses) Suggested: Presidents, CFFOs, CAOs, CSAOs, Statewide Student Associations, Faculty and Staff Associations. To be completed by April 30, 2014
6. Vice Chancellor - Chief Financial Officer approves system procedure. To be completed by May 31, 2014
7. Chancellor approves system procedure. To be completed by June 30, 2014
8. System procedure sent for adding to the website. To be completed by July 15, 2014
9. Colleges/universities informed of new/revised procedure. To be completed by August 1, 2014

### Construction site stormwater runoff control

- A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls? ☐ Yes ☒ No

1. If **yes**:

- a. Check which type of regulatory mechanism(s) your organization has (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Ordinance             | <input type="checkbox"/> Contract language |
| <input type="checkbox"/> Policy/Standards      | <input type="checkbox"/> Permits           |
| <input type="checkbox"/> Rules                 |  |
| <input type="checkbox"/> Other, explain: _____ |  |

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Direct link:

- ☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_CSWreg*.

- B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)? ☐ Yes ☒ No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*The college lacks regulatory authority to regulate Construction Site Stormwater Runoff. Further, the college does not issue development permits for work by developers within its borders. However, MNSCU, the governing body for the college, is in the process of developing a system/ procedure to meet the MS4 permit requirement for regulatory mechanisms. MNSCU submitted a draft policy to the MPCA already. The steps that remain for MNSCU to adopt Board Policy 5.24 Regulatory Compliance and the associated schedule are listed below along with the steps for the college to implement it:*

1. System Office-Public Safety & Compliance reviews/develops system procedure with assistance of others as appropriate. Completed August 30, 2013
2. Vice Chancellor – CFO reviews/system procedure revised as necessary. Completed September 30, 2013
3. Office of General Counsel reviews/system procedure revised as necessary. To be completed by December 31, 2013
4. Leadership Council/Cabinet reviews/system procedure revised as necessary. To be completed by February 28, 2014
5. Send out for Consultation (with deadline for responses) Suggested: Presidents, CFFOs, CAOs, CSAOs, Statewide Student Associations, Faculty and Staff Associations. To be completed by April 30, 2014

6. Vice Chancellor - Chief Financial Officer approves system procedure. To be completed by May 31, 2014
7. Chancellor approves system procedure. To be completed by June 30, 2014
8. System procedure sent for adding to the website. To be completed by July 15, 2014
9. Colleges/universities informed of new/revised procedure. To be completed by August 1, 2014
10. College to develop processes to implement established policy. August 14, 2014- December 31, 2014.
11. College to implement policy by January 1, 2015.

*In the meantime, the college does require, through the MNSCU Facilities Design Standards (Revised December 2010), that projects incorporate NPDES Construction Activity requirements for erosion and sediment control and stormwater management (Division 31 Section 1.1). Section 1.6 of the same design standards requires adherence to the State of Minnesota Sustainable Building Guidelines (B3) Section S.6 for Erosion and Sediment Control. The college also employs full time maintenance staff which routinely inspects and maintains stormwater infrastructure. In addition to continuing these interim steps under the existing permit, MNSCU will work with the MPCA to establish a policy to meet the regulatory requirement and the college will implement it.*

C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- |  |   |
|--|---|
| 1. Best Management Practices (BMPs) to minimize erosion.   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 2. BMPs to minimize the discharge of sediment and other pollutants.  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 3. BMPs for dewatering activities.   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 4. Site inspections and records of rainfall events   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 5. BMP maintenance   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 6. Management of solid and hazardous wastes on each project site.  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 8. Criteria for the use of temporary sediment basins.  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*The college lacks regulatory authority to regulate Construction Site Stormwater Runoff, further the college does not issue development permits for work by developers within its borders. However, MNSCU, the governing body for the college will be developing a system/ procedure to meet the MS4 permit requirement. They have submitted a draft policy to the MPCA already. The steps that remain within MNSCU to adopt the Board Policy (Board Policy 5.24 Regulatory Compliance) and the associated schedule are listed below:*

1. System Office-Public Safety & Compliance reviews/develops system procedure with assistance of others as appropriate. Completed August 30, 2013.
2. Vice Chancellor – CFO reviews/system procedure revised as necessary. Completed September 30, 2013.
3. Office of General Counsel reviews/system procedure revised as necessary. To be completed by December 31, 2013
4. Leadership Council/Cabinet reviews/system procedure revised as necessary. To be completed by February 28, 2014
5. Send out for Consultation (with deadline for responses) Suggested: Presidents, CFFOs, CAOs, CSAOs, Statewide Student Associations, Faculty and Staff Associations. To be completed by April 30, 2014
6. Vice Chancellor - Chief Financial Officer approves system procedure. To be completed by May 31, 2014
7. Chancellor approves system procedure. To be completed by June 30, 2014
8. System procedure sent for adding to the website. To be completed by July 15, 2014
9. Colleges/universities informed of new/revised procedure. To be completed by August 1, 2014
10. College to develop processes to implement established policy. August 14, 2014- December 31, 2014.
11. College to fully implement policy by January 1, 2015.

*The college currently requires campus construction projects to meet NPDES Construction Activity requirements for erosion and sediment control and stormwater management (MNSCU Facilities Design Standards Revised December 2010 Division 31. Section 1.1). The college also employs maintenance staff to conduct routine inspections of the entire MS4. MNSCU will continue to work with the MPCA to finalize a policy to directly meet the regulatory requirement and the college will implement the policy once final.*

## Post-construction stormwater management

A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities?

☐ Yes ☒ No

1. If **yes**:

a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- ☐ Ordinance ☐ Contract language  
☐ Policy/Standards ☐ Permits  
☐ Rules  
☐ Other, explain: \_\_\_\_\_

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Direct link:

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_PostCSWreg*.

B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. ☐ Yes ☒ No
2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):
  - a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
    - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
    - 2) Stormwater discharges of Total Suspended Solids (TSS).
    - 3) Stormwater discharges of Total Phosphorus (TP).
  - b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
    - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
    - 2) Stormwater discharges of TSS.
    - 3) Stormwater discharges of TP.
3. **Stormwater management limitations and exceptions:**
  - a. Limitations
    - 1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: ☐ Yes ☒ No
      - a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
      - b) Where vehicle fueling and maintenance occur.
      - c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
      - d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
    - 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas: ☐ Yes ☒ No

- a) With predominately Hydrologic Soil Group D (clay) soils.
  - b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
  - c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
  - d) Where soil infiltration rates are more than 8.3 inches per hour.
- 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process. ☐ Yes ☒ No
4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
- a. Mitigation project areas are selected in the following order of preference: ☐ Yes ☒ No
    - 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
    - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
    - 3) Locations in the next adjacent DNR catchment area up-stream
    - 4) Locations anywhere within the permittee's jurisdiction.
  - b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. ☐ Yes ☒ No
  - c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. ☐ Yes ☒ No
  - d. Mitigation projects shall be completed within 24 months after the start of the original construction activity. ☐ Yes ☒ No
  - e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. ☐ Yes ☒ No
  - f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e). ☐ Yes ☒ No
5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:
- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. ☐ Yes ☒ No
  - b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. ☐ Yes ☒ No
  - c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met. ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

*The college lacks regulatory authority to regulate Post Construction Stormwater Runoff, further the college does not*

issue development permits for work by developers within its borders. However, MNSCU, the governing body for the college will be developing a system/ procedure to meet the MS4 permit requirement. They have submitted a draft policy to the MPCA already. The steps that remain within MNSCU to adopt the Board Policy (Board Policy 5.24 Regulatory Compliance) and the associated schedule are listed below:

1. System Office-Public Safety & Compliance reviews/develops system procedure with assistance of others as appropriate. Completed August 30, 2013
2. Vice Chancellor – CFO reviews/system procedure revised as necessary. Completed September 30, 2013
3. Office of General Counsel reviews/system procedure revised as necessary. To be completed by December 31, 2013
4. Leadership Council/Cabinet reviews/system procedure revised as necessary. To be completed by February 28, 2014
5. Send out for Consultation (with deadline for responses) Suggested: Presidents, CFFOs, CAOs, CSAOs, Statewide Student Associations, Faculty and Staff Associations. To be completed by April 30, 2014
6. Vice Chancellor - Chief Financial Officer approves system procedure. To be completed by May 31, 2014
7. Chancellor approves system procedure. To be completed by June 30, 2014
8. System procedure sent for adding to the website. To be completed by July 15, 2014
9. Colleges/universities informed of new/revised procedure. To be completed by August 1, 2014
10. College to develop processes to implement established policy. August 14, 2014- December 31, 2014.
11. College to fully implement policy by January 1, 2015.

The college currently requires campus construction projects to meet NPDES Construction Activity requirements for erosion and sediment control and stormwater management (MNSCU Facilities Design Standards Revised December 2010 Division 31. Section 1.1). The college also employs maintenance staff to conduct routine inspections of the entire MS4. MNSCU will continue to work with the MPCA to finalize a policy to directly meet the regulatory requirement and the college will implement the policy once final.

### III. Enforcement Response Procedures (ERPs): (Part II.D.3)

A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)? ☐ Yes ☒ No

1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: MS4NameHere\_ERPs.
2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:

*Hennepin Technical College--Eden Prairie will record its existing ERPs, adapt them to meet MNSCU Board Policy 5.24 and MS4 permit requirements as necessary. The process will begin once the Board Policy is finalized with a target of being completed by January 1, 2015.*

B. Describe your ERPs:

*The college's maintenance staff routinely inspects stormwater infrastructure and BMPs making repairs or maintenance as necessary. Long term goals or issues that require additional funding are identified and placed onto the college Capital Improvement Plan to be considered for funding by the state legislature. These projects are implemented as funding is available.*

### IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

A. Describe how you manage your storm sewer system map and inventory:

*The college retains a consultant to conduct the mapping and system inventory; files are retained by the consultant and by the college.*

B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. ☒ Yes ☐ No
2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. ☐ Yes ☒ No
3. Structural stormwater BMPs that are part of the permittee's small MS4. ☐ Yes ☒ No
4. All receiving waters. ☒ Yes ☐ No



If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*The existing map will need to be updated to reflect additional stormwater BMPs implemented since the last permit cycle. The college will retain a consultant to complete the mapping upon permit coverage. The map will be completed within one year of initial permit coverage*

- C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172, Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:
1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. ☐ Yes ☒ No
  2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. ☐ Yes ☒ No
- D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.
1. A unique identification (ID) number assigned by the permittee. ☐ Yes ☒ No
  2. A geographic coordinate. ☐ Yes ☒ No
  3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. ☐ Yes ☒ No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*The college will retain a consultant to complete the inventory upon permit coverage. The inventory will be completed within one year of permit coverage.*

- E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4>, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: ☐ Yes ☒ No  
*MS4NameHere\_inventory.*

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

## V. Minimum Control Measures (MCMs) (Part II.D.5)

### A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

*Hennepin Technical College--Eden Prairie currently distributes educational materials on campus and on its website. It has also implemented an educational program that targets various audiences regarding each MCM. The public is invited to attend the college's annual SWPPP meeting.*

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Develop and distribute educational materials for students and faculty	<b>Activities:</b> Develop and obtain educational material regarding stormwater pollution prevention and the six MCMs. Target audiences include students, faculty, the public at large, and maintenance staff. <b>Measurements:</b> Annual meeting number of attendees and

	<p>discussions with MS4 Implementation team at college throughout the year and MS4 BMP Implementation. Measurable goal applies to all target audiences as all are invited to attend the annual meeting.</p> <p><b>Timeframes:</b> Annual meeting is currently in late summer, the college will investigate moving it to early fall to encourage additional student and faculty participation. Inspection results discussed with college staff as needed.</p>
Implement an educational program	<p><b>Activities:</b> MS4 Implementation Team to coordinate to hold annual meeting, train staff as needed in BMP implementation.</p> <p><b>Measurements &amp; Timeframes:</b> Annual meeting is held in late summer, follow-up contact regarding Routine Inspection results.</p>
Education re: MCM 3 – IDDE	<p><b>Activities:</b> Incorporated proper disposal policies into RFPs, specifications, and contracts; post policies and standards on website.</p> <p><b>Measurements:</b> Illicit discharges tracked during routine inspections</p> <p><b>Timeframes:</b> Routine inspections year round as needed by college staff- routine inspections are conducted as a matter of course by the college maintenance staff who are on site daily and, given the small size of the campus, see potential stormwater issues as they arise.</p>
Education re: MCM 4 – Construction site run-off	<p><b>Activities:</b> Contractors working on site are required to follow MS4 requirements. Following each inspection during construction projects, consultant discusses any construction related BMP issues with Safety Officer, and other appropriate maintenance staff as necessary to provide education/ training on construction site runoff prevention. Provide training to MS4 Implementation Team staff during annual meetings.</p> <p><b>Measurements:</b> Routine inspection results at least monthly and annual meeting.</p> <p><b>Timeframes:</b> Year-round as needed.</p>
Education re: MCM 5 – Post-construction stormwater management	<p><b>Activities:</b> Following each inspection, maintenance staff discusses maintenance of post-construction stormwater BMPs as necessary with Safety Officer and appropriate maintenance staff as necessary to provide education/ training. Provide training to MS4 Implementation Team staff during annual meetings.</p> <p><b>Measurements:</b> Routine inspections at least monthly and annual meeting.</p> <p><b>Timeframes:</b> Year round during non-frozen conditions.</p>
Education re: MCM 6 – Pollution prevention for municipal operations	<p><b>Activities:</b> Following each inspection, maintenance staff discusses any BMP issues with Safety Officer, and other appropriate maintenance staff as necessary to provide education/ training on Pollution Prevention. Provide pollution prevention training to MS4 Implementation Team staff during annual meetings.</p> <p><b>Measurements:</b> Routine inspections conducted at least monthly.</p> <p><b>Timeframes:</b> Year round during non-frozen conditions.</p>
Coordination of Education Program	<p><b>Activities:</b> Implementation team to meet and discuss implementation of stormwater education program annually, and phone &amp; e-mail coordination as needed.</p> <p><b>Measurements:</b> Meetings/ e-mails/ calls conducted annually.</p> <p><b>Timeframes:</b> Annual meeting of the implementation team at the time the annual report is prepared to discuss implementation of each MCM.</p>
Annual public meeting	<p><b>Activities:</b> Conduct annual public meeting regarding the SWPPP. Solicit and consider incorporating public input into SWPPP. Invite college community to participate in discussion of SWPPP. Provide adequate notice of public meeting and provide</p>

	location of public copy of SWPPP. <b>Measurements:</b> Compliance with annual meeting requirement, number of attendees at meeting, tracking of comments, response to comments and submission of annual report to MPCA.
<b>BMP categories to be implemented</b>	<b>Measurable goals and timeframes</b>
Distribute educational materials	<p><b>Activities:</b> Investigate implementation of a social media campaign to improve MCM 1 &amp; 2. Begin posting Facebook links to annual meeting invitation, post captioned photos of stormwater BMPs on campus, target specific MCMs such as IDDE &amp; student littering. Provide links to educational material on stormwater management (e.g., MPCA).</p> <p><b>Measurements:</b> Record and report annual number of “likes” / followers/ website hits and number of comments on stormwater related posts annually. Evaluate progress of program semiannually and make course corrections if needed.</p> <p><b>Timeframe:</b> First social media posts would ideally begin in September 2014 to coincide with the new school year. Results will be tracked and evaluated semi-annually at first and annually after first year. If this is successful, the college will consider replacing paper handouts with social media and web postings.</p>
Education re: MCM 3 – IDDE	<p><b>Activities:</b> Obtain/ develop educational materials relevant to topics that are the focus of the new permit (IDDE) and of specific concern to the college (student littering). Incorporate proper disposal policies into RFPs, specifications, and contracts; post policies and standards on website.</p> <p><b>Measurements:</b> Annually track and record number of messages per year; number of attendees at training sessions held annually, number of illicit discharges reported annually, number of corrective actions taken to eliminate identified illicit discharges annually.</p>
Coordination of Education Program	<p><b>Activities:</b> Invite City of Eden Prairie and Riley-Purgatory-Bluff Creek Watershed District (RPBCWD) to coordination meetings. Contact each organization annually to discuss education program.</p> <p><b>Measurements:</b> Attendance at coordination meetings, documentation of contact.</p> <p><b>Timeframes:</b> Annual contact to be made to City of Eden Prairie and RPBCWD at the time the annual report is prepared to discuss opportunities to coordinate education. This will occur annually. If the MS4 implementation team identifies the need for additional meetings, they will be scheduled at suggested intervals.</p>
Education re: MCM 6 – Pollution prevention for municipal operations	<p><b>Activities:</b> Provide staff opportunities to attend training, seminars, presentations, conferences, or other activities; incorporate BMP requirements into RFPs, specifications, and contracts; post statements, policies and standards on website; coordinate with local partners to distribute information that will reduce or eliminate impact of stormwater pollution.</p> <p><b>Measurements/ Timeframe:</b> Annually track and record the number of articles per year, number of messages per year, percent of O &amp; M staff trained in a year as well as the number of training sessions held per year.</p>

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Mr. Erin Lynne, Safety Officer*

## B. MCM2: Public participation and involvement

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

*Hennepin Technical College--Eden Prairie invites the public to its SWPPP annual meeting. Thirty-day notice is provided along with time, date, and location. Any input received is considered for incorporation into the SWPPP. In addition, the campus plans an annual spring clean-up as conditions allow that contributes to improved stormwater quality and public participation.*

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Comply with public notice requirements	<p><b>Activities:</b> Publish 30-day notice of annual SWPPP meeting with time, date, location. Provide location of public copy of SWPPP. Encourage college community to attend.</p> <p><b>Measurements/ timeframe:</b> Annually record the number of public meetings conducted, number and methods of alternative advertising used.</p>
Solicit public input and opinion on the adequacy of the SWPPP	<p><b>Activities:</b> Conduct annual meeting regarding SWPPP. Solicit and consider incorporating public input.</p> <p><b>Measurements/ timeframe:</b> Annually record the number of attendees at meeting, number of comments received.</p>
Consider public input	<p><b>Activities:</b> Consider public input on SWPPP and adjust plan as appropriate. Encourage target audiences to offer input. Prepare summary of questions and comments and explanation of adjustments made in response.</p> <p><b>Measurements/ timeframe:</b> Annually track and report the number of attendees at meeting, number of comments received, summary of questions and comments and responses.</p>
Annual campus clean-up event	<p><b>Activity:</b> Promote annual spring campus clean-up as weather and other campus activities permit it, including parking lots, storm drains, etc.</p> <p><b>Measurements and timeframe:</b> Annually track the number of events implemented and potential participants informed, number of participants involved, quantity of trash collected, amount of campus area cleaned.</p>

BMP categories to be implemented	Measurable goals and timeframes
Distribute educational materials	<p><b>Activities:</b> Investigate implementation of a social media campaign to improve MCM 1 &amp; 2. Begin posting Facebook links to annual meeting invitation, post captioned photos of stormwater BMPs on campus, target specific MCMs such as IDDE &amp; student littering. Provide links to educational material on stormwater management (e.g. MPCA).</p> <p><b>Measurements:</b> Record "likes" and number of comments on stormwater related posts. Respond to target audience posts as necessary and appropriate.</p> <p><b>Timeframe:</b> First social media post set to begin in September 2014 for the new school year. Results will be tracked semiannually and evaluated during the first year, and annually thereafter. If this is successful, the college will consider replacing paper handouts with social media and web postings.</p>
Solicit public input and opinion on the adequacy of the	<p><b>Activities:</b> Post annual meeting schedule and annual report on</p>

social media/ web site in addition to local paper. Conduct annual meeting regarding SWPPP. Investigate option for a virtual meeting. Solicit and consider incorporating public input electronically. Investigate coordination with faculty to provide extra credit for students to attend meeting.

**Measurements:** Annually track and report the number of attendees at meeting, number of comments received.

3. Do you have a process for receiving and documenting citizen input? ☐ Yes ☒ No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

*HTC will record it's current process for receiving and documenting citizen input and maintain it with the other standard operating procedures for the MS4 permit.*

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Mr. Erin Lynne, Safety Officer*

### C. MCM 3: Illicit discharge detection and elimination

1. The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

*The college has developed a storm sewer map and IDDE program that includes inspections by college staff to detect and eliminate illicit discharges. Inspections are conducted year-round with staff responding to maintenance issues as needed. The size of the campus, approximately 60 acres, means that all BMPs are viewed by staff regularly.*

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- |   |   |
|---|---|
| a. Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.)Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation).   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| b. Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools.  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| c. Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation.   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| d. Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge.    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| e. Procedures for the timely response to known, suspected, and reported illicit discharges.   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| f. Procedures for investigating, locating, and eliminating the source of illicit discharges.  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| g. Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| h. When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s).   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*The college will be documenting existing IDDE standard operating procedures and adjusting them as necessary to meet the MS4 permit requirements within one year of calendar coverage.*

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the

BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Storm sewer system map	<p><b>Activities:</b> Develop and keep on file a detailed storm sewer map showing all ponds, rivers, streams, lakes, wetlands, stormwater drains, and all conveyances, including those 24 inches or larger in diameter. Map also includes structural pollution control devices and discharges leaving the system. Convert map to electronic format and update annually.</p> <p><b>Measurements and timeframe:</b> Annually track and record the number of pollution control devices recorded, number of discharge points identified, linear feet of conveying system. This is conducted at the time of the annual report preparation.</p>
Regulatory control program	<p><b>Activities:</b> Cooperate with the City of Eden Prairie and the MPCA on a program to prohibit non-stormwater discharges (HTC does not have statutory authority).</p> <p><b>Measurements and timeframe:</b> Cooperative working relationship with City of Eden Prairie and MPCA to evaluate effectiveness of regulations prohibiting illicit discharges and amend the program as needed. This cooperation is at minimum one contact annually, and more often as the need is identified by the MS4 implementation team. The contact will be initiated in advance of the MS4 report preparation.</p>
IDDE Plan	<p><b>Activities:</b> Continue to implement program to detect and identify illicit discharges, including plan to control and eliminate them. Plan includes steps to locate illicit discharges and eventually document actions taken.</p> <p><b>Measurements and timeframe:</b> Annually track the number of illicit discharges reported and identified, number of illicit discharges prevented, stopped, or removed.</p>
Public and employee illicit discharge information program	<p><b>Activities:</b> Train employees on hazards of improper waste disposal and ways to detect and eliminate illicit discharges. Training will include procedures to locate priority areas, trace source of illicit discharges, and evaluate program.</p> <p><b>Measurements and timeframe:</b> Annually track the number of attendees at training sessions, number of locations determined to have the potential for illicit discharges, number of illicit discharges reported, number of corrective actions taken.</p>
Identification of non-stormwater discharges and flows	<p><b>Activities:</b> Continue to implement and evaluate program to detect and identify illicit discharges, including plan to control and eliminate contributors. Plan includes steps to locate problem areas using public complaints and eventually document actions taken.</p> <p><b>Measurements and timeframe:</b> Annually track the number of illicit discharges reported, identified, prevented, stopped, or removed.</p>

BMP categories to be implemented	Measurable goals and timeframes
Regulatory control program	<p><b>Activities:</b> MNSCU to develop policy for regulatory compliance and college will implement.</p> <p><b>Measurements:</b> Policy approved by MNSCU and implemented by college.</p> <p><b>Timeframes:</b> Policy approved by MNSCU by August 2014 and implemented by college by January 2015.</p>

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? ☐ Yes ☒ No

If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

The college will develop an IDDE standard operating procedure for record keeping to meet the MS4 permit requirements within one year of calendar coverage.

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Mr. Erin Lynne, Safety Officer

#### D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:

The MnSCU Board of Directors sets forth policies for each of its campuses including Hennepin Technical College--Eden Prairie. MnSCU requires all college projects to be constructed using the MnSCU Facilities Design Standards (Sixth Edition Revised December 2010). The Facilities Design Standards Division 31 Section 1 requires college construction projects to provide construction site stormwater and runoff control by complying with the NDPEs General Stormwater Permit for Construction Activity Requirements as well as Minnesota B3 guidelines, which are in some ways more stringent than MPCA rules. The college requires the contractor to comply with these policies as a term of their contract.

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):
  - a. Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? ☐ Yes ☒ No
  - b. Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to Discharge Stormwater Associated with Construction Activity No. MN R100001? ☐ Yes ☒ No
  - c. Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee? ☐ Yes ☒ No
  - d. Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
    - 1) Does your program include procedures for identifying priority sites for inspection? ☐ Yes ☒ No
    - 2) Does your program identify a frequency at which you will conduct construction site inspections? ☐ Yes ☒ No
    - 3) Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? ☐ Yes ☒ No
    - 4) Does your program include a checklist or other written means to document construction site inspections when determining compliance? ☐ Yes ☒ No
  - e. Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? ☐ Yes ☒ No
  - f. Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? ☐ Yes ☒ No
  - g. Does your program retain construction site inspection checklists or other written materials used to document site inspections? ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

MNSCU is in the process of developing a policy for compliance. Following its adoption, the college will develop a site plan review checklist for design engineers/ architects to use during the design project and require submittal to the college for MS4 record keeping. Inspection procedures are currently in place, but not written. The college will develop written procedures. The program to implement the policy for compliance, with written policies will be in place within one calendar year of permit coverage.

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

#### Established BMP categories

Ordinance or other regulatory mechanism

#### Measurable goals and timeframes

**Activities:** The college does not have regulatory authority. However, MnSCU governs the college and requires compliance



	<p>with the NPDES General Construction Stormwater Permit and also Minnesota B3 guidelines. MnSCU contracts require all contractors to comply with these requirements or face contractual penalties.</p> <p><b>Measurements:</b> Contracts require contractors to comply with MNSCU Requirements.</p> <p><b>Timeframe:</b> Ongoing.</p>
Construction site implementation of erosion and sediment control BMPs	<p><b>Activities:</b> Use and enforce B3, MnSCU Facility Design Standard and MPCA NPDES permit requirements through construction coordination with on-site facilities staff.</p> <p><b>Measurements:</b> Staff assigned to coordinate with contractor during construction.</p> <p><b>Timeframes:</b> During times of construction on site.</p>
Waste controls for construction site operators	<p><b>Activities:</b> Contractually require contractors to control and eliminate construction site waste that may impact stormwater runoff. Program will address construction entrances, vehicle maintenance, equipment washing areas and proper waste disposal.</p> <p><b>Measurements:</b> Reduction of site wastes, number of vehicle wash areas on site, frequency of inspection and maintenance of construction vehicles.</p> <p><b>Timeframe:</b> During construction on-site.</p>
Procedure for site plan review	<p><b>Activities:</b> Contractors submit construction site plans to the City of Eden Prairie for review.</p> <p><b>Measurements:</b> Number of site plans forwarded to City of Eden Prairie.</p> <p><b>Timeframes:</b> Ongoing as construction projects are initiated.</p>
Establishment of procedures for receipt and consideration of reports of stormwater noncompliance	<p><b>Activities:</b> Campus maintenance staff view the entire campus routinely and report the need for maintenance to the college Safety Officer. Discussions with extended MS4 Implementation staff as necessary to address issues identified.</p> <p><b>Measurements:</b> Number of maintenance activities.</p> <p><b>Timeframes:</b> The MS4 implementation team will formalize these standard procedures during the first year of permit coverage and train staff in these procedures.</p>

BMP categories to be implemented	Measurable goals and timeframes
Regulatory control program	<p><b>Activities:</b> MNSCU to develop policy for regulatory compliance and college will implement.</p> <p><b>Measurements:</b> Policy approved by MNSCU and implemented by college.</p> <p><b>Timeframes:</b> Policy approved by MNSCU by August 2014 and implemented by college by January 2015.</p>
Regulatory control program	<p><b>Activities:</b> Develop a formal standard operating procedure for inspections, documentation of inspections and training of MS4 implementation team.</p> <p><b>Measurements:</b> SOP developed, documentation maintained.</p> <p><b>Timeframes:</b> SOP developed and implemented within one year of permit coverage.</p>

- Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Mr. Erin Lynne, Safety Officer

## E. MCM 5: Post-construction stormwater management

- The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater



management program. Describe your current program:

*The MnSCU Board of Directors sets forth policies for each of its campuses, including Hennepin Technical College--Eden Prairie. MnSCU requires all college projects to be constructed using the MnSCU Facilities Design Standards (Sixth Edition Revised December 2010). The Facilities Design Standards Division 31 Section 1 requires college projects to provide post-construction stormwater and runoff control by complying with the NDPES General Stormwater Permit for Construction Activity Requirements as well as Minnesota B3 guidelines, which are in some ways more strict.*

2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? ☐ Yes ☒ No
3. Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
  - a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? ☐ Yes ☒ No
  - b. All supporting documentation associated with mitigation projects that you authorize? ☐ Yes ☒ No
  - c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? ☐ Yes ☒ No
  - d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

*MNSCU is in the process of developing a policy to address compliance. Following its adoption, the college will develop a checklist to document post construction stormwater management for design engineers/ architects to use during the design project and require submittal to the college for MS4 record keeping. The program to implement the policy for compliance, with written policies will be in place within one year of permit coverage.*

4. List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Develop and implement structural and/or non-structural BMPs	<p><b>Activities:</b> Operate two programs:</p> <ol style="list-style-type: none"> <li>1. Dry extended detention pond/local water body program: designed to detain stormwater runoff and allow pollutants to settle. Also provides additional flood detention storage.</li> <li>2. Stormwater bio-engineering program: incorporate wetland plants and filtration, into stormwater detention pond/local water body to achieve further pollutant removal. College evaluates effectiveness and any improvements needed.</li> </ol> <p><b>Measurements:</b> Reduce sediment quantity from future development and redevelopment, record number of recommendations for improvement, evaluate effectiveness of current system, cooperate with local partners to obtain BMP fact sheets for future construction.</p> <p><b>Timeframes:</b> Implemented as new projects are designed and constructed and as funding becomes available. Track results annually.</p>
Regulatory mechanism to address post-construction runoff from new development and redevelopment	<p><b>Activities:</b> Follow any ordinance adopted by the City of Eden Prairie and RPBCWD regarding post-construction runoff.</p> <p><b>Measurements:</b> Develop policy in accordance with City of Eden Prairie ordinance and RPBCWD.</p> <p><b>Timeframe:</b> MNSCU is working to develop the policy and the college will train staff in this policy within one year of permit coverage. Annual training will be conducted for MS4 implementation staff thereafter.</p>
Long-term operation and maintenance of BMPs	<p><b>Activities:</b> Continue to retain on staff maintenance staff to</p>

	<p>ensure effectiveness of post-construction stormwater control BMPs. All BMPs are inspected to identify any damage or the need for repair.</p> <p><b>Measurements:</b> Frequency of inspection and maintenance provided, number of problems identified and remedied.</p> <p><b>Timeframe:</b> Ongoing. Report results annually.</p>
--	--

BMP categories to be implemented	Measurable goals and timeframes
Regulatory control program	<p><b>Activities:</b> MNSCU to develop policy for regulatory compliance and college will implement.</p> <p><b>Measurements:</b> Policy approved by MNSCU and implemented by college.</p> <p><b>Timeframes:</b> Policy approved by MNSCU by August 2014 and implemented by college by January 2015.</p>

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Mr. Erin Lynne, Safety Officer*

#### F. MCM 6: Pollution prevention/good housekeeping for municipal operations

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

*The college's pollution prevention plan includes street sweeping, inspections and maintenance of stockpiles and pollution control devices, and review of impaired waters that may receive discharges from the MS4.*

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)? ☐ Yes ☒ No
3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

*The college will perform a facilities inventory as outlined in the Permit Part III.D.6.a within one year of permit coverage.*

4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

**If you have more than five categories,** hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Municipal operations and maintenance program	<p><b>Activities:</b> Implement storm drain inspection and cleaning program for storm drain grates, detention pond, pump station, catch basins, and other appurtenances.</p> <p><b>Measurements:</b> Number of maintenance repair projects completed.</p> <p><b>Timeframes:</b> Ongoing, maintenance staff identifies the need for cleanings and other maintenance.</p>
Street sweeping	<p><b>Activities:</b> Implement procedures for regular pavement cleaning to remove sediment, debris, and potential sources of pollutants. Procedure includes frequency, timing, method, target areas for more frequent cleaning, and overview of plan.</p> <p><b>Measurements:</b> Report the number of sweepings conducted annually and dates implemented.</p> <p><b>Timeframe:</b> Ongoing. Report results annually.</p>

Annual inspection of all structural pollution control devices	<p><b>Activities:</b> Annually inspect all structural pollution control devices such as trap manholes, grit chambers, floatable skimmers and traps, separators, and other small settling or filtering devices.</p> <p><b>Measurements:</b> Report number of pollution control devices inspected, non-functional devices identified annually.</p> <p><b>Timeframe:</b> Inspections are ongoing, street sweepings are conducted as needed (typically once during fall at least, and following construction activity as necessary).</p>
Inspection of minimum 20% of MS4 outfalls, sediment basins and ponds annually on rotating basis	<p><b>Activities:</b> Inspect a minimum of 20% of MS4 outfalls, sediment basins, and ponds each year, so that all are inspected over a 5-year period.</p> <p><b>Measurements:</b> Number of inspections each year; number of MS4 outfalls, sediment basins, and ponds inspected each year. Report annually.</p> <p><b>Timeframe:</b> Ongoing.</p>
Annual inspection of all exposed stockpile, storage and material handling areas	<p><b>Activities:</b> The school does not stockpile material generally. Salt is stored in bags in a warehouse. If stockpiles (ie salt, lumber, parts, coal) are utilized, they will all be inspected quarterly going forward. The college employs on-site maintenance staff to respond to any issues with stockpiles as needed, and the small size of the campus ensures that stockpiles are viewed regularly. Temporary stockpiles (topsoil, e.g.) would be inspected in accordance with construction permit requirements. Frequency of inspections would be adjusted if pattern of maintenance dictates.</p> <p><b>Measurement:</b> Annually identify areas of exposed stockpile storage and material handling areas. Record annual number of inspections of all exposed stockpile, storage and material handling areas.</p> <p><b>Timeframe:</b> Ongoing.</p>

BMP categories to be implemented	Measurable goals and timeframes
Record reporting and retention of all inspections and responses	<p><b>Actions:</b> Summarize results of outfall inspections in annual report; keep records of inspection results, date, and any maintenance performed or recommended.</p> <p><b>Measurements:</b> Number of records maintained; relevant inspection lab results; maintenance performed or recommended.</p> <p><b>Timeframe:</b> Monthly inspection forms and submittal e-mails are kept on site. Report annually.</p>
Evaluation of inspection frequency	<p><b>Activities:</b> Record inspection results and maintenance performed or recommended. After two years of inspections, if pattern of maintenance is apparent, adjust frequency of inspections. If sediment removal is needed during each of the first two years of inspections, frequency of inspection will increase to at least twice yearly. If maintenance is not required because of both of the first two annual inspections, frequency may be reduced to once every two years.</p> <p><b>Measurements:</b> Record number of inspections per year; inspection results with date and antecedent weather conditions; maintenance performed or recommended.</p> <p><b>Timeframe:</b> Ongoing, evaluation/ recommended necessary modifications to schedule (SWPPP) at time annual report is</p>

	prepared.
Impaired waters review process	<p><b>Activities:</b> Review all discharges from MS4 system to impaired waters, as defined by the EPA's 303(d) list. Based on the review, determine if changes to existing stormwater system or BMPs are necessary. Update SWPPP as needed.</p> <p><b>Measurements:</b> Prepare inventory of impaired waters within MS4 jurisdictional boundaries; prepare map that includes all impaired waters the MS4 discharge may impact; develop written procedures to determine if SWPPP revisions are needed; prepare a schedule and timeline to incorporate necessary changes into SWPPP.</p> <p><b>Timeframe:</b> Evaluation/ recommended necessary modifications to schedule (SWPPP) at time annual report is prepared.</p>

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? ☐ Yes ☒ No

a. If **no**, continue to 6.

b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:

1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? ☐ Yes ☐ No

2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? ☐ Yes ☐ No

c. Have you developed and implemented BMPs to protect any of the above drinking water sources? ☐ Yes ☐ No

6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? ☐ Yes ☒ No

7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas? ☐ Yes ☒ No

8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:

a. Addresses the importance of protecting water quality? ☐ Yes ☒ No

b. Covers the requirements of the permit relevant to the duties of the employee? ☒ Yes ☐ No

c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? ☐ Yes ☒ No

9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*The current management training program is conducted annually as needed with members of the MS4 Implementation team as inspections show the need for information. The college will establish a more formal schedule for new/ seasonal employees and document the requirement within the formal description of duties prior to the end of the first year of permit coverage.*

*As a part of this process, the College will also formalize the inspection procedures, documenting them as a standard*

*operating procedure and train MS4 implementation team in these procedures, keeping documentation of training and procedures on site. This will be developed and implemented within one year of permit coverage.*

*The college will retain a consultant to develop procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/ operated ponds constructed and the use for the collection and treatment of stormwater. This will be completed within one calendar year of permit coverage.*

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Mr. Erin Lynne, Safety Officer*

## **VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)**

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? ☐ Yes ☒ No

1. If **no**, continue to section VII.
2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere\_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

## **VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)**

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? ☐ Yes ☒ No

1. If **no**, this section requires no further information.
2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere\_TreatmentSystem*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

## **VIII. Add any Additional Comments to Describe Your Program**

*The Eden Prairie campus of Hennepin Technical College is small, about 60 acres, and it employs a full time maintenance staff who implement the MS4 duties. Because of the size of the facility and the availability of on site maintenance staff, the bulk of the stormwater requirements are met through this process alone.*